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Halifax Topographical Union,

No. 1304

Organized Sept. 21, 1869.

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CONSTITUTION,  
LAWS, AND RULES OF ORDER.

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HALIFAX, N. S.  
PRINTED BY JAMES BOWES AND SONS.  
1869.



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## Halifax Typographical Union.

### OFFICERS FOR 1869-70.

ROBERT T. MURRAY, *President.*  
MANFRED A. SHAFFER, *Vice President.*  
THOMAS J. CONDON, *Secretary.*  
WILLIAM CAHILL, *Assistant Secretary.*  
CAWLEY C. MAYNE, *Treasurer.*  
JOSEPH C. HOLLOWAY, *Financier.*  
PATRICK W. McDERMOTT, *Guard,*

### NAMES OF MEMBERS.

ARTHUR, GEORGE.  
ATHERTON, ROBERT.  
BARNSTEAD, RICHARD.  
BROPHY, THOMAS.  
CAHILL, WILLIAM.  
CAHILL, ALBERT.  
CONDON, THOMAS J.  
CONNORS, WILLIAM T.  
CORMACK, WILLIAM H.  
CROWE, WILLIAM.  
CUNNABELL, GEORGE.  
CUNNABELL, WILLIAM.  
DOYLE, PATRICK S.  
GUNTORPE, WILLIAM L.  
HARRIS, CHARLES A.  
HODGSON, WILLIAM.  
HOLLOWAY, JOSEPH C.  
KEHOE, JOHN.

KELLY, WILLIAM.  
LAIDLAW, WILLIAM.  
LAWSON, MINOR H.  
MAYNE, CAWLEY C.  
McDERMOTT, PATK. W.  
McDERMOTT, THOMAS C.  
MOODY, WILLIAM F.  
MURRAY, ROBERT T.  
McNALLY, FRANCIS J.  
NUGENT, RICHARD J.  
O'BRIEN, JOHN.  
SCOTT, WILLIAM.  
SHAFFER, MANFRED A.  
SHANKS, WILLIAM E.  
STAPLETON, RICHARD.  
TEED, WILLIAM.  
TRACY, JOSEPH.  
WILSON, WILLIAM.

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## CONSTITUTION.

**PREAMBLE.**—Whereas it is deemed desirable that the Journeymen Printers of Halifax should form themselves into an Association for their mutual benefit and improvement, *Resolved*, That a Society be formed, to be called “THE HALIFAX TYPOGRAPHICAL UNION,” and that the following Constitution, By-Laws, and Rules of Order be adopted for its guidance.

### ART. I.—NAME AND OBJECT.

**Sec. 1.**—This body shall be known as the “THE HALIFAX TYPOGRAPHICAL UNION,” No. 130.

**Sec. 2.**—The jurisdiction of the Union, derived from a Charter granted by the International Typographical Union, shall be limited to the City of Halifax, N. S., and half the distance between it and the nearest Union.

**Sec. 3.**—The objects of the Union shall be the encouragement of good workmen, the relief and burial of members, and the elevation of members of the craft in the social scale of life.

ART. II.—OFFICERS, HOW AND WHEN ELECTED.

*Sec. 1.*—The elective officers of the Union shall consist of a President, Vice President, Secretary, Assistant Secretary, Treasurer, Financier, and Guard.

*Sec. 2.*—The officers shall be elected annually in the month of July, by ballot. No member shall be eligible for office until all arrearages are paid.

ART III.—DUTIES OF OFFICERS.

*Sec. 1.*—It shall be the duty of the President to preside at all meetings of the Union, and enforce order and strict observance of the Constitution and By-Laws; draw all orders on the Treasurer, authorised by the Union and By-Laws; appoint all special committees; fill all vacancies, unless otherwise provided for, and transact such other business as may appertain to his office. He shall not, without the consent of the Union, (except to speak on points of order, and to vote in case of a tie,) be privileged to speak or vote upon any question.

*Sec. 2.*—It shall be the duty of the Vice President to perform the duties of President in case of the absence or resignation of that officer, and he shall also discharge the duties of the Chair when called upon to do so by the President.

*Sec. 3.*—It shall be the duty of the Secretary to attend all meetings of the Union, keep a record of the transactions therein, publish calls for regular and special meetings; and at all regular meetings call the roll. He shall forward to the Secretary and Treasurer of the "International Typographical



Union," annually, on the first day of August, in each year, a complete list of the officers and members of the Union, designating those in good standing, suspended, expelled or deceased; also applicants rejected. He shall conduct, under the direction of the President, all requisite correspondence of the Union; and at each meeting lay before the Union such intelligence as may have come to his knowledge relative to the state of the trade or the interest of the craft. He shall keep a correct copy of the correspondence (in a book provided for that purpose), and exhibit it to the Union whenever he may be called upon to do so. All expenses in corresponding shall be paid by the Union.

*Sec. 4.*—The Assistant Secretary shall aid the Secretary in the discharge of his duties, and perform such other work as the Union may require.

*Sec. 5.*—It shall be the duty of the Financier to receive and collect all initiation fees, dues, fines and forfeitures of every description, and do all duties appertaining to a collector of the Union, and pay over the same to the Treasurer, taking his receipt therefor. He shall keep a book wherein each member's name shall be inserted in such a manner as to show when he was admitted, paid the full amount of dues, when suspended or expelled, withdrawn or died; which book shall be the register of the Union. He shall report to the Union, quarterly, the amount of moneys collected by him for the past quarter. He shall forward on the 1st of April, annually, the per capita tax to the Secretary and Treasurer of the "International Typographical Union." He shall at the commencement of each quarter, present to the

President a list of such members as are three months in arrears. He shall notify every member who shall be in arrears three months and of the penalty attached to further neglect. He shall, to any member who may desire it (provided said member shall first pay all arrearages against him), give a Certificate of Membership, certifying that he is in good standing in the Union; and perform such other duties pertaining to his office as the Union may direct. He shall deliver to his successor in office all books, papers, &c., which are in his possession, belonging to the Union.

*Sec. 6.*—It shall be the duty of the Treasurer, before entering upon his office, to give bond, with such security as may be deemed proper by the Union, for the correct and faithful performance of his duties. He shall take charge of all moneys which may be deposited in his hands by the Financial Secretary and give receipts therefor. He shall report to the Union, at any time when requested, the amount of funds in the Treasury; submit his books and vouchers to an investigating committee whenever appointed; and make a correct report at the expiration of his term of office of all moneys received and paid out by him. He shall pay all orders drawn upon the funds in his hands, when signed by the President and attested by the Financier, and for all moneys so paid he shall take receipts. When the funds in his hands shall amount to the sum of forty (40) dollars, the same shall be invested in the name of three trustees in the "Provincial Savings Bank," or such other monetary institution as a majority of the members present at any regular meeting may determine. He



shall preserve the property of the Union, and within seven days after the expiration of his term of office, or in the event of his resignation or removal, deliver over the same, with all monies in his possession, to his successor in office, or other person appointed to receive the same.

*Sec. 7.*—It shall be the duty of the Guard to be present at all meetings of the Union, to allow no person to enter the hall who is not a member, unless by special vote of the Union; to allow no person to leave the hall before adjournment, unless by permission of the presiding officer. Also, to preserve order in the meetings under the direction of the President.

*Sec. 8.*—All newly elected officers, upon being requested to do so by the presiding officer, shall range themselves in front of his desk (or chair) and subscribe to the following pledge: I, [A. B.] do hereby pledge myself faithfully to perform the duties of the office to which I am elected, to the best of my ability and for the benefit and honor of the Union. [This obligation to be administered by the presiding officer, the candidate repeating after him.]

#### ART. IV.—FORFEITURE OF OFFICE.

If any elective officer shall fail to discharge the duties of his office for three successive meetings he shall forfeit the same; *provided*, he is not prevented by sickness or absence from the city.

#### ART. V.—ELECTION OF DELEGATES.

*Sec. 1.*—At the April meeting it shall be the duty

of this Union to proceed to the election of Delegate or Delegates to represent it at the following Session of the International Typographical Union.

*Sec. 2.*—The election shall be governed by Art. 2, Sec. 2, of this Constitution.

#### ART. VI — MEETINGS.

*Sec. 1.*—The regular monthly meeting of the Union shall be held on the first Saturday of each month, at 8 o'clock, p. m., *provided*, that when the regular meeting falls upon a holiday, the business pertaining to that meeting may be transacted at an adjourned meeting.

*Sec. 2.*—Special Meetings may at any time be called at the request of five members of the Union in good standing; signified in writing to the President.

*Sec. 3.*—Nine members in good standing shall constitute a quorum for the transaction of business.

#### ART. VII.—MEMBERSHIP.

*Sec. 1.*—Any printer of good standing in Society, may become a member of the Union by complying with the requirements of the Constitution; *provided*, he has served an apprenticeship of at least five years, and has attained the age of 20 years.

*Sec. 2.*—Application for admission into the Union must be made in writing with the candidate's name and address, and may be presented by any member of the same. The applicant must first deposit, or cause to be deposited, in the hands of the Secretary, such sum as shall entitle him to membership. The Union shall then go into an election by ball ballot, and if

he receives three-fourths of all the votes cast, he shall be declared elected. If the candidate be rejected, the initiation fee shall be returned to him. Should a candidate, after election, fail, for three regular meetings, to come forward for initiation, he shall forfeit his membership, together with his initiation fee; *provided*, such delay is not caused by sickness or unavoidable absence from the city.

*Sec. 3.*—The initiation fee for membership in the Union shall be one (1) dollar.

*Sec. 4.*—Any printer presenting a clear and duly accredited "Card of Membership" from any Union under the jurisdiction of the "International Typographical Union" shall be admitted a member upon payment of half the regular initiation fee; *provided*, he deposits such card at a regular meeting of the Union, not later than one month after commencing work within its jurisdiction; *provided further*, he shall have been guilty of no acts in violation of the Constitution and By-Laws of this Union. This section shall apply also to persons depositing cards issued by this Union; it being understood that in every case the regular dues of twenty-five cents per month shall be paid from the date of the deposit of card.

*Sec. 5.*—The President shall administer the following obligation to all persons joining this Union, whether by card or otherwise, viz:—"I, [A. B.] hereby sincerely pledge my honor as a man, that I will not reveal any business or proceedings of any meeting of this Union; that I will, without equivocation or evasion, and to the best of my ability, so long as I remain a member thereof, abide by the



Constitution and By-Laws and the particular Scale of Prices of work acknowledged and adopted by it; and that I will at all times, and by all honorable means within my power, (all things being equal) procure employment for members of this Union in preference to persons not connected therewith."

*Sec. 6.*—Every member upon being admitted shall sign the Constitution and By-Laws.

#### ART. VIII.—DUES AND ASSESSMENTS.

*Sec. 1.*—Every member shall pay into the Treasury the sum of twenty-five cents per month.

*Sec. 2.*—Should the funds of the Union at any time be exhausted, there shall be an equal assessment upon every member for the contingent expenses of the Union.

*Sec. 3.*—All members of the Union who may retire from the printing business, shall be exempt from the payment of all assessments; but shall not be eligible to any office, nor entitled to vote. In the event of any member resuming the occupation, he shall immediately inform the Secretary of the fact; and he shall become an active member by payment of the usual monthly assessment.

*Sec. 4.*—Members removing beyond the jurisdiction of this Union, upon notifying the Secretary and paying arrears, shall be exempt from assessment during their absence; *provided*, that no member's assessments shall be remitted unless he shall have been absent at least six months, except in case of sickness or want of employment.

## ART. IX.—FUNDS.

*Sec. 1.*—The funds of the Union shall be applied to defraying the necessary expenses of the Union, and for such other purposes as may be provided for in the Constitution and By-Laws.

*Sec. 2.*—The funds of the Union shall not be disposed of or transferred in whole or in part, unless by a motion made at a regular meeting, when, if two thirds of the members present concur in the proposition, it shall be adopted, not otherwise. *provided*, this does not apply to the passage of bills for the necessary or contingent expenses of the Union.

## ART. X.—DECEASED MEMBERS.

Upon the decease of a member of the Union the President shall draw his warrant upon the Treasurer for the sum of twenty dollars, and pay the same to the relatives or friends of the deceased, to aid in the defrayal of the funeral expenses.

## ART. XI.—CARDS.

*Sec. 1.*—Any member, upon leaving the jurisdiction of the Union, shall, upon application, be furnished with a card, or certificate, of membership, bearing date at the period given, signed by the President, and attested by the Secretary, if it shall appear by the books of the Union that all arrearages are paid, and no charges of improper conduct are pending against him. For such card he shall pay the sum of twenty-five (25) cents. The card will be good for three months.

*Sec. 2.*—This Union shall not receive members on

cards issued by any other association, than the International Typographical Union. *Provided*, that this shall not apply to cards from Typographical Societies not within the jurisdiction of the International Union.

#### ART. XII.—AMENDMENTS.

No alteration or amendment shall be made to this Constitution without the concurrence of two thirds of the members of the Union present at a monthly meeting; and the proposed alteration or amendment, which must be in writing, shall be read by the President at least one month before final action shall be had thereon—*provided*, that nothing in this clause shall prevent any provision of the Constitution being temporarily suspended, to meet special circumstances, should the Union by unanimous vote, at a regular meeting, decide to do so.

#### ART. XIII.—DURATION OF UNION.

This Union shall not be dissolved so long as nine members in good standing object thereto; and this article cannot be altered or rescinded.



## BY-LAWS.

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### ART. I.—MEETINGS.

*Sec. 1.*—The Meeting shall be opened for business not less than twenty minutes after the hour stated in the Constitution, provided there be a quorum present; and in case the President and Vice President are absent, any member of the Union may be called upon to preside.

*Sec. 2.*—The business of the Union shall be transacted as laid down in the “Order of Business.”

### ART. II.—ELECTION OF OFFICERS.

*Sec. 1.*—Candidates nominated for office shall be ballotted for with paper ballots, and a clear majority of all the ballots cast will be necessary to elect; *provided* that if there be but one candidate for office, the vote may be taken *viva voce*.

*Sec. 2.*—Officers shall be installed immediately after election is concluded, and any member elected to office not appearing to be installed, the election shall be considered as annulled, and a new election entered into immediately, unless the Union, by majority vote, consent to defer the member's installation until next regular meeting.

ART. III.—COMMITTEES, THEIR DUTIES, AND HOW APPOINTED.

*Sec. 1.*—The following standing Committees shall be appointed by the Union, immediately after installation of officers, viz :

Business Committee.

Auditing and Finance Committee.

Room Committee

*Sec. 2.*—The “Business Committee” shall consist of one member from each office; and the duty of the Committee shall be to inquire into all matters relating to the good and welfare of the Union; to report to the Union all violations of the Constitution, By-Laws, or other decisions of this Union that may come to their knowledge. The names of candidates for admission to the Union may be submitted to them, and they shall make all necessary enquiries as to eligibility of such candidates. They shall perform such other duties as the President or the Union may desire of them.

*Sec. 3.*—It shall be the duty of the “Auditing and Finance Committee,” which shall consist of three members, to carefully examine all accounts presented to the Union; to examine and audit the books, vouchers, and other papers of the Financier and Treasurer; and to make a quarterly report as to the correctness or otherwise of the said books.

*Sec. 4.*—It shall be the duty of the “Room Committee,” which shall consist of three members, to procure a suitable place of meeting, and see that the same is properly lighted, and otherwise in order for the transaction of business.

*Sec. 5.*—The President may appoint all committees not otherwise provided for, and fill all vacancies occasioned by sickness, death, absence from the city, or other cause.

*Sec. 6.*—All special committees shall report in writing at the next stated meeting unless otherwise ordered.

*Sec. 7.*—No member shall be appointed on a special committee unless present at the time of such appointment; nor shall any member be compelled to serve two terms in succession on any committee.

#### ART. IV.—FINES, PENALTIES, AND OFFENCES.

*Sec. 1.*—Any member absenting himself from roll call at a regular meeting of the Union, shall be fined twelve and a half (12½) cents, except in case of sickness or absence from the city, *provided*, this shall not apply to members who have to work during hours of said meeting.

*Sec. 2.*—Members who, being in arrears three months immediately preceding any meeting, shall neglect or refuse to cancel them, shall be deprived of voting or taking any part in the proceedings of the Union.

*Sec. 3.*—Members who being in arrears six months, shall neglect or refuse to cancel them, shall be suspended by vote of the Union. They shall, however, on payment of the same, be reinstated without vote, but they shall not hold office for three months thereafter; *provided*, that the arrears shall not have accrued during sickness.

*Sec. 4.*—When any member is in arrears to the



amount of Three Dollars, and upon being notified of the fact refuse to pay the same, or neglect to give a good and sufficient excuse, he shall be declared to have forfeited his membership, and the Corresponding Secretary shall forward his name to the Typographical Unions in the United States and British Provinces, as unworthy of confidence.

*Sec. 5.*—No member of the Union shall reveal any part of its proceedings under penalty of impeachment and expulsion.

*Sec. 6.*—Any member who shall, during a meeting of the Union, make use of any profane or improper language, or appear in the meeting in a state of intoxication, shall be fined Fifty Cents, which shall not in any case be remitted, except by the unanimous vote of the Union; and upon a repetition of either offence, he may be deprived of holding office or taking any part in the proceedings of the Union for three months; or he may be expelled, at the discretion of the Union.

*Sec. 7.*—Any member found violating any law, rule or duty, not herein enumerated, shall be liable to such penalty as the Union may deem fit to impose.

*Sec. 8.*—Any member who shall divulge the name of any other member who has voted against any person proposed as a member of the Union, or who misrepresents the Union, so as to cause disturbance or angry feelings among the members, or who shall reveal any private business transacted in the Union, to any person not a member, shall be fined, suspended, reprimanded or expelled, as the Union may determine ; *provided* that the accused shall be furnished

with an attested copy of the charge, and be allowed a month to prepare his defence.

*Sec. 9.*—An expelled member may be allowed to re-join upon paying the sum of one dollar and all arrearages due at the time of his expulsion.

#### ART. V.—AMENDMENTS.

No proposition to alter or amend these By-Laws shall be acted upon until it shall have been submitted in writing to a previous regular meeting of the Union; nor then, without the concurrence of two-thirds of the members present; but any clause may be temporarily suspended by unanimous vote.

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### ORDER OF BUSINESS.

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1. Roll Call.
2. Reading of Minutes.
3. Election and Initiation of Candidates.
4. Election of Officers.
5. Reports of Committees.
6. Collection of Dues and Assessments.
7. Proposals for Membership.
8. Unfinished Business.
9. New Business.
10. Good and Welfare of the Union.
11. Adjournment.

## **RULES OF ORDER.**

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1. On the requisition of any member, the mover of any proposition shall reduce it to writing, otherwise it shall not be considered.

2. No question shall be stated unless duly moved and seconded; nor shall it be considered or debated until it has been stated by the Chair; and any member of the majority may move for a reconsideration, at the same or the first regular meeting thereafter; but not afterwards.

3.—After a motion or resolution is stated by the Chair, it shall be in possession of the Union; but it may be withdrawn by the mover, before amendment or decision, by consent of the Union.

4. Whenever a question is before the Union no motion shall be in order, except :—1. To lay on the table. 2. The previous question. 3. To postpone. 4. To refer. 5. To amend. 6. To adjourn. The foregoing shall have precedence in the order in which they are enumerated; the first two to be decided without debate.

5. Any member entitled to vote may call for a division on the question when the sense will admit of it. Three members shall suffice to call for the yeas and nays, and five for previous question.

6. The previous question shall be stated in this form :—“Shall the main question be now put?” and, if carried, it shall preclude debate and further amendments.

7. When two or more members rise to speak at



the same time, the presiding officer shall name the one entitled to the floor, who shall respectfully address the Chair, and confine himself to the subject immediately under discussion, and avoid all personalities; and this rule shall apply to all members offering resolutions or motions, or at any time addressing the Union.

8. No Member shall be allowed to speak more than twice on the one subject without permission of the Union, unless to explain. in which case he shall confine himself strictly to such explanation.

9. Any member may be called to order when speaking, and the speaker shall pause until the question of order is decided; but if the decision is against him, he may appeal to the Union. The question of the appeal shall be put in this form: "Shall the decision of the chair be sustained?" and the vote shall be taken without debate.

10. When a motion is made to adjourn, and lost, a motion again to adjourn will not be in order unless some business has previously been transacted.

11. When the reading of any paper is called for, and objected to, the question shall be decided by vote.

12. In speaking on points of order, the presiding officer shall have the precedence.

13. When a vote is doubted, the members for or against the question, when called on by the presiding officer, shall rise and stand till they are counted.

14. Every motion shall be reduced to writing, if the presiding officer shall so direct.

15. No member speaking shall be interrupted by another, unless the latter rise to call him to order.

16. No business shall be taken up except in the order prescribed, unless upon motion such irregularity shall be sanctioned by a majority of the members present.

17. No subject of a political or religious nature shall at any time be admitted.

18. All questions of order, not provided for by these Rules, must be determined at the discretion of the Union.

